

**TASK****NOTES****4-12 MONTHS OUT**

Determine a point person who will coordinate the move with the relocation company.

Select and book a relocation company.

Assess the modifications or renovations for the new space, and select suppliers and contractors to make those changes.

Identify items to be purchased for the new space.

12 WEEKS OUT

Identify materials that will be relocated to the new office.

Begin purging unneeded documents, files, and office items.

Label items that can be recycled or donated.

8 WEEKS OUT

Identify and update company subscriptions, mailing address, and stationary.

Move archival files and documents to a records facility.

6 WEEKS OUT

Determine final employee seating assignments for your new space.

4 WEEKS OUT

Employees to identify personal items to be taken home.

Clean and pack common areas.

Identify areas or staff requiring packing assistance.

Receive file and storage area labels from your relocation company.

Provide a contact for the move weekend to your relocation company.

Host an "All Hands" staff meeting about the move and schedule move training sessions.

**TASK****NOTES** **2-3 WEEKS OUT**

Distribute move packs for employees that did not attend the All Hands meeting.

Verify personal items have been removed.

Host move training sessions for employees.

 **1 WEEK OUT**

Continue packing all areas.

Conduct final walk-through with relocation company (inspect labeling; cabinets, refrigerator, and pantry areas are empty).

 **0 RELOCATION DAY**

Work with relocation company representative to complete employee check-out.

Collect all suite and office keys.

Double-check that files and cabinets are empty.

Remind employees to take home personal items and laptop computers.

FIRST BUSINESS DAY, POST-RELOCATION

Encourage staff to unpack quickly and note any concerns.

Work with relocation company representative on any issues you encounter.